



BRAKE-ING NEWS

September 2004

COMMERCIAL DRIVER TRAINING SCHOOLS NEWSLETTER

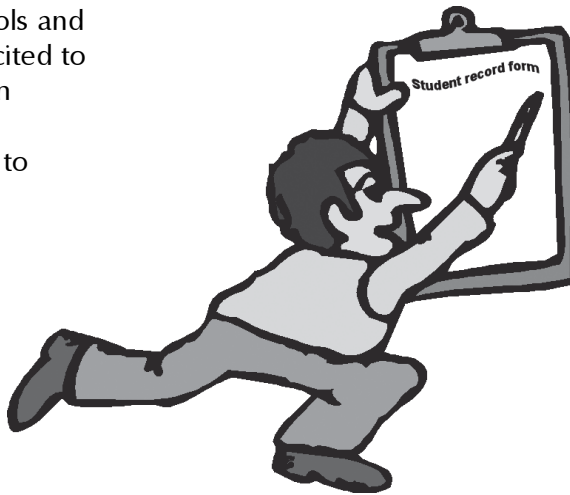
New classroom student record form

Based on input from the Commercial Driving Schools and DOL field staff, we are excited to introduce a new classroom student record form!

This form was created to help streamline the inspection review process and to ensure that all schools are recording information in the correct manner. In addition, the use of this form will ensure that all RCW-required information be gathered consistently. In the near future, this form will be available for downloading off the CDS Web site.

At this time, please photocopy the form as needed (one form is included with this packet). We believe that you will find this new form to be a useful tool for recording your student's classroom activity.

It is our expectation that you will use the new DOL classroom student record form. However, if you wish to continue using your own school-produced form, please fax



to 360-570-4976 for program review and approval.

If your current classroom student record form contains the same information as our program form, consideration will be given for its use. Letters of approval or denial will be mailed to you with a copy to be placed in your school's program file.

Please begin using the new DOL classroom student record form during your next scheduled class.

New CDS test online

The new CDS instructor test is now online—thanks to all the school owners and instructors (approximately 80) who participated in the pilot of the test. **The new minimum passing score of the test is set at 87%.**

The Commercial Driving School Instructor knowledge test has been the result of efforts by a team of Technical Specialist's and Commercial Driving School program staff. The test was also reviewed by the Commercial Driving School Advisory Committee. In addition, the test was reviewed by the Department of Personnel to evaluate the construction and validity of the test questions.

The previous instructor test did not have a list of references to identify where the correct answers to the questions could be found. The new test has this resource reference and should help with questions from those taking the test.

Process Change Reminder

Last June, school owners and managers received a process change memo regarding requests to train new instructors. If you have not yet filed a copy of your instructor course outline with the CDS program, please do so as soon as possible.

We believe the new process is a "win-win" situation for the schools and the CDS program due to the elimination of duplicate paperwork reducing wait times for schools to training new instructors.

Form revision: Request to Conduct Instructor Course

The "Request to Conduct Instructor Course" form has been revised. A copy of the new revision is included with this packet. We anticipate that this form will be available for downloading off our web site in the near future. We will keep you posted! Please replace any old "Instructor Course" forms you may be using with this new one.

Advisory Committee Meeting Update

The Commercial Driving School (CDS) Advisory Committee met on May 27, 2004. The meeting agenda items included a presentation from Paul Still, owner of EX-L II Driving Schools regarding concurrent/complimentary classroom and behind-the-wheel instruction; committee members input for the creation and adoption of an Instructor Curriculum; and a question and answer session for the public who attended the meeting.

Please check the CDS web page at www.dol.wa.gov, Driver's, Commercial Driver Training School Program for future meeting dates. Driving school owners, instructors, and the general public are encouraged to attend these meetings.

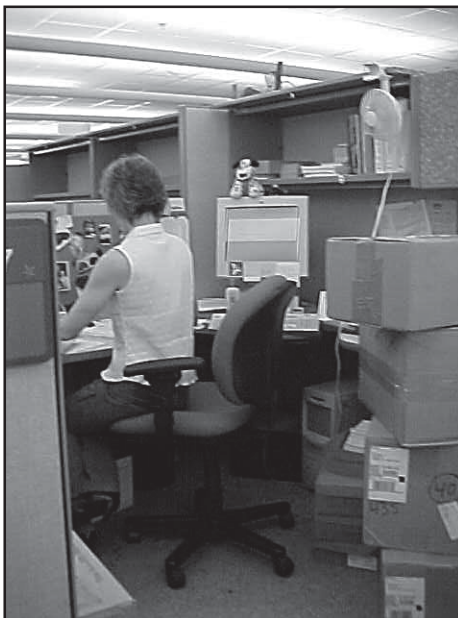
Staff change in CDTs program

Paula Peretti has accepted another position within state government and left the Department of Licensing as of May 06, 2004.

Paula was the program manager of the Commercial Driver Training School program for approximately four years. Tana Cochran has been appointed as the Acting Program Manager while we begin the process of finding a replacement for Paula's position.

We want to thank Paula for her work on the Commercial Driver Training School program. She has worked for the Department of Licensing for a total of eleven years and we wish her well.

Neck-deep in videos...



DOL's Kathey Carlsen working to distribute motorcycle videos.

Issuing Duplicate TSE Certificates

When a student loses his/her TSE certificate and comes to you for issuance of a duplicate, the following process should be followed:

- ☐ Pull the original Student Course Completion Report that contains the student's information.
- ☐ Place a "line" through the student information on the original report.
- ☐ Enter the new TSE certificate number, indicating that this is a duplicate, along with the student information, on the original report.
- ☐ Write "void" on the copy of the original TSE certificate in the student's file and place a copy of the duplicate TSE certificate in the file.

Attach the "voided" TSE certificate to the Student Course Completion Report for reporting to the DOL on the 10th of the month. Please maintain a photocopy of the "voided" TSE certificate in the student's file.

Documenting Instructor Training on the CDS Application

Please be sure to document all hours of instruction on the Commercial Driver Training School Instructor application when conducting instructor training.

Do not indicate, for example: 60 hours training. This documentation should be broken down to include the dates of instruction; hours of instruction; and location of instruction. The instructor is to sign or initial behind the training given.

Advisory Committee members

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All terms expire November 1, 2004.